



Fleetsafe Policy and Driver's Handbook

Background

The Health and Safety at Work Act 1974 requires an employer of five or more people to prepare and make a written statement of company policy on health and safety. This should cover Work Related Road Safety.

If your company provides a vehicle to be driven whilst on your company business, it is your company's responsibility to both produce and make available to employees a road safety policy statement.

The policy should include: -

- A General Statement of Intent (Specifying Objectives).
- Organisation (People and Duties).
- Arrangements (Systems and Procedures).

DRIVER'S HANDBOOK

All staff that drive your Company's vehicles or their own vehicle should be issued with a Driver's Handbook along the lines of the guidance contained within the Fleetsafe Managers Guide described above.

This type of handbook should outline driver's duties and responsibilities, as well as providing general fleet related information such as policy and procedures.

If it is issued against the individual's signature, it will increase: -

- Its retention factor
- The atmosphere of discipline and responsibility which you expect and demand from all drivers
- The probability that, as well as being read, its contents and aims will be understood and accepted.

TOPICS

In conjunction with HC Solicitors, Cardinus Fleet can provide access to an online policy document together with a driver's handbook, which will be updated continuously to reflect changes in legislation. Your company will be able to personalise the document to reflect individual company requirements with the ability to print multiple copies or link into a company intranet.

The Driving at Work Policy contains appendices of sample forms, checklists and driver/management guidelines.

In all it comprises:-

1. Introduction
2. Policy Statement
3. Legislation
4. Definitions
5. Scope of Policy
6. Employer's Responsibilities
7. Line Manager's Responsibilities
8. Employee's Responsibilities
9. Accountability
10. Risk Assessment
11. Eligibility to Drive
12. Vehicles
13. Mobile Phones and other interactive communication devices
14. Driver's Handbook
15. Drugs and Alcohol
16. Workplace Smoking
17. Motoring Offences
18. Preventing Theft
19. Review
20. Record Keeping

Appendices

- a. Employee Declaration
- b. Driver Health Screening Questionnaire

DURATION

12 months' licence

COST

Please contact Cardinus for a quote.